

**Minutes**  
**November 14, 2019**  
**3:00 – 4:00 PM**  
**917 Board Room - DCTC**  
**Health, Wellness and Safety Committee**

**Present:** Mark Zuzek, Becky Kruse, Paul Landwehr, Melissa Schaller, Amy Alexander, Linda Berg, Lynda Hurt, Lauren Kelly

**Absent:** Scott Zehnder, Ann Staples, Amanda Tveraa, Breanna Baker, Brian Plautz (MN Comp Advisor), Mary Weiland, Don Budach

**OSHA, Work Compensation Update** – Amy reported. Since July 1, 2019, 107 first reports of injury and 26 workers comp cases have been reported. (44 at Concord; 35 at Alliance; 11 at Cedar; 9 at Lebanon; 2 DASH classrooms; 2 PACES classrooms; 2 TESA classrooms; 1 at Gideon Pond and 1 at JSC.) Of the workers comp claims, six incidents involved hand, finger, thumb; four were bites, four were head injuries and two were non-student related. Discussion on more use of Kevlar sleeves to lessen the broken skin incidents. Bites are a big thing. Lauren and Amy created a new Report of Workplace Injury Form that would be used by the employee within 24 hours and then the supervisor would sign and fill out the backside of the form within 48 hours. This will give better explanation as to why the incident happened and was the employee using the appropriate PPE that they should be using (Kevlar sleeves for example). Melissa will present this at her SEAT meeting and we will get this form on the website and start using this on December 3.

**Online Training – SafeSchools** – Linda reported. As of today, 559 staff have completed SafeSchools –still have 49 staff that need to complete their courses before they expire in December.

**Fire Safety Information from John Swanson – Deputy State Fire Marshal.** Linda attended a workshop at Metro ECSU and the presenter was John Swanson. John is also our Fire Marshal for 917. Discussion on the types of fire drills we have and how we move students in wheelchairs. John is working on a national plan to allow the use of elevators in cases where the student cannot be moved from their wheelchair. Wheelchairs are too heavy to move down stairs with a student in them. Currently MN is allowed to use elevators in these situations but precautions have to be met which include not having the elevator shaft and engine room sprinkled. That could cause a electrical shutdown and then everyone is stuck in the elevator. John suggested working with the elevator company to remove the SHUNT trip. Always have Plan A and B ready to go. Mark your “Shelter in Place” signs for people who cannot leave the building. Make sure you have two-way communication in this area also. Also check the decibels in the fire horns so that they are not too loud. After March of 2020, all new fire alarms will be voice evacuation only. The horns will be replaced as parts become unavailable to fix it and new voice evacuation systems will be put in place.

**Safety Drills** – Mark Zuzek reported. There must be five egress, five safety (lockdown), and one tornado drill done annually at all k-12 sites. Although DCTC is not k-12, we still need to be in compliance for our students here at DCTC. Mark will meet with Eric VanBrocklin and Don Budach to make sure we are in compliance here at DCTC and set the dates for our drills most likely on days when DCTC has no class.

**Building Specific Issues:** Becky reported there are still boarded up broken windows at Alliance. Paul suggested we use the 3M laminate window coverings. There was a video shown last year about how these window coverings make it hard to break the glass. Melissa said we had some at Lebanon and it didn't work.

Meeting adjourned at 3:46 PM.

**Next Meeting**  
**January 16, 2020**  
**3:00 PM – 917 Board Room**